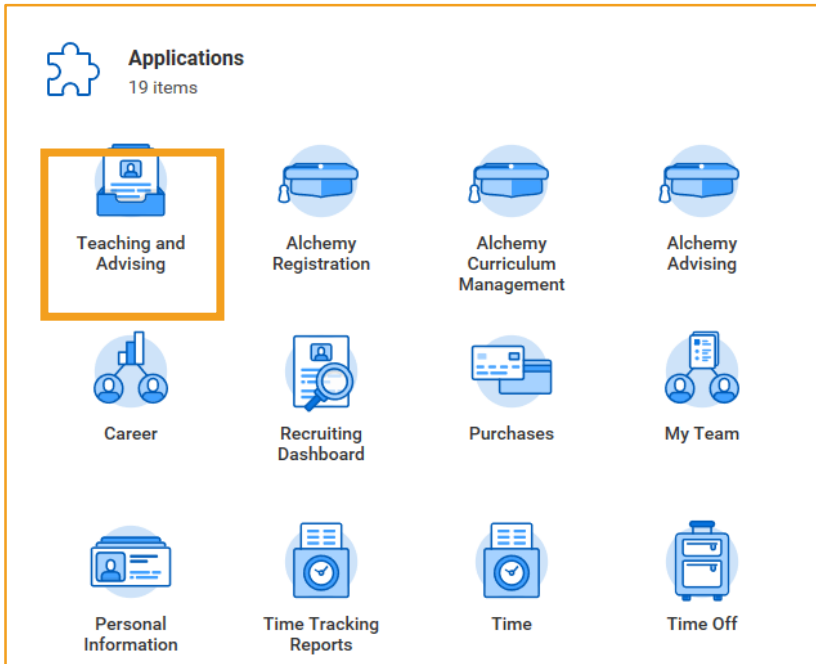


## SUBMITTING FINAL GRADES

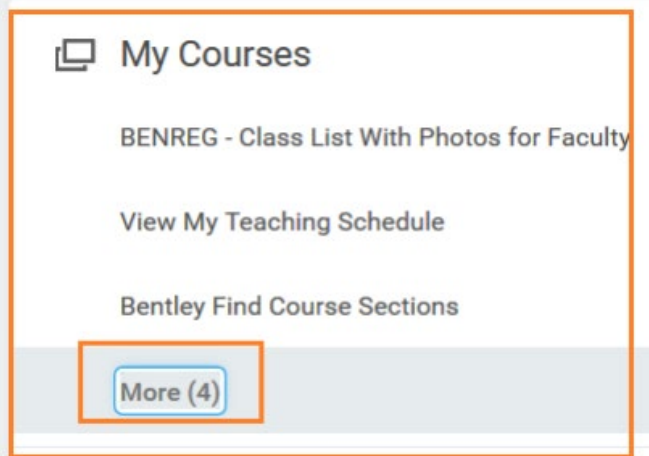
### STEP 1

After logging in to Workday, select the **Teaching and Advising** icon.



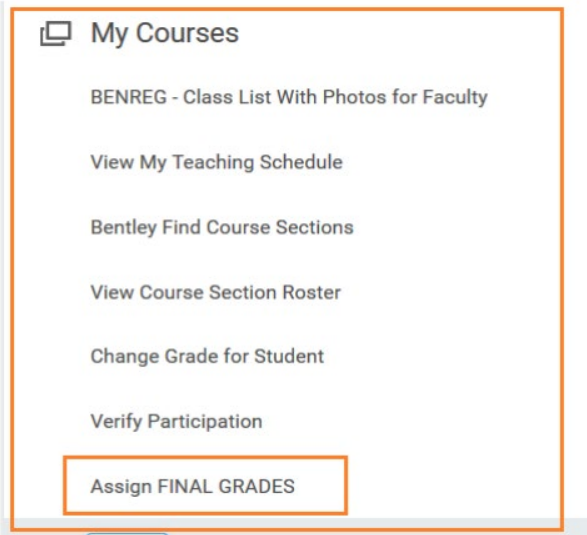
### STEP 2

Click **More()** to expand the list.



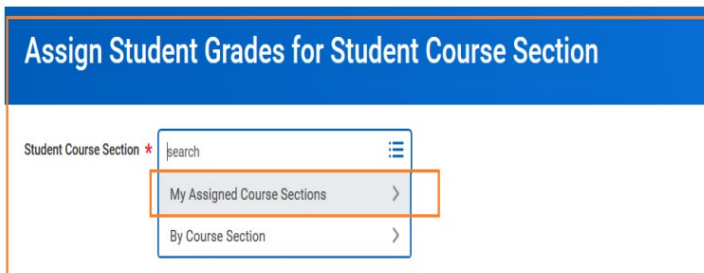
### STEP 3

Select **Assign FINAL GRADES**.



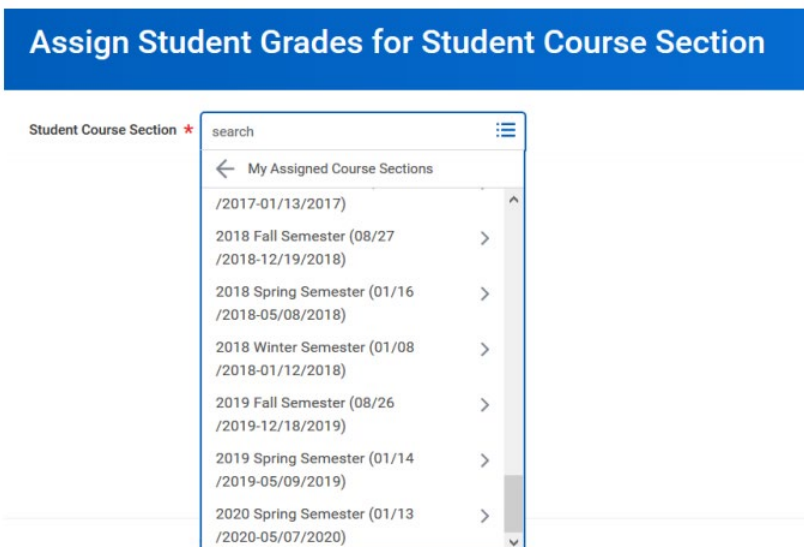
### STEP 4

Click in the Student Course Section text box and select **My Assigned Course Sections**.



### STEP 5

Scroll down the list and select the correct Semester.  
The more recent semesters are at the end of the lists.



## STEP 6

Select the radio button for the course you want to grade. Then click Ok.

Student Course Section \* search

2019 Fall Semester (08/26/2019-12/18/2019)

MG 240-001 - Interpersonal Relations in Management

MG 242-H01 - (H) Emotional Intelligence at Work

MG 630-HB1 - Emotionally Intelligent Leadership

OK Cancel


## STEP 7

Click on the 3-bar icon in the Final Grade box for each student and select a letter grade from the list.

← Assign Student Grades for Student Course Section

Course Section \* MG 240-001 - Interpersonal Relations in Management

35 items

| Student    | Student ID | Final Grade  | Grade Note |
|------------|------------|--|------------|
| [REDACTED] | [REDACTED] | [REDACTED]  |            |

Submit Save for Later Cancel

## STEP 8

After entering a grade, your options are Submit, Save for Later or Cancel.

1. Submit. If you click Submit, you will then be prompted to Confirm the grade(s) you entered. You do not have to enter all grades at once. If you click Confirm, the grade(s) will be posted officially. You can still return to the grade sheet to enter more grades.
2. Save for Later. If you click Save for Later, the grade(s) will be saved on the grade list but not posted officially. You must later go through the Submit process
3. Cancel. This option will pop-up a dialog box with options Discard and Cancel. If you Cancel, you will return to the screen. Discard will return you to the menu and will discard any changes you had made without saving.



## STEP 9

Check your work! If any of your grades do not have a check mark in the Posted column, you need to go through the Submit process. Click Submit, then Confirm, Ok and Done.

Course Section ★ MG 240-001 - Interpersonal Relations in Management

35 items

| Student    | Student ID | Final Grade | Grade Note | Last Date of Attendance | Posted                              |              |
|------------|------------|-------------|------------|-------------------------|-------------------------------------|--------------|
| [Redacted] | [Redacted] | A           |            |                         | <input checked="" type="checkbox"/> | Change Grade |
| [Redacted] | [Redacted] | X B-        |            |                         | <input type="checkbox"/>            |              |

Submit Save for Later Cancel